

DOCUMENT RESUME

ED 282 580

IR 051 947

AUTHOR Kelly, Frances
TITLE Introduction to Library Research (LR 11 Manual).
INSTITUTION Suffolk County Community Coll., Selden, N.Y.
PUB DATE 86
NOTE 51p.
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01/PC03 Plus Postage.
DESCRIPTORS Academic Libraries; Course Descriptions; *Information Sources; Interlibrary Loans; *Library Instruction; *Library Skills; *Reference Materials; *Research Skills; *Search Strategies; Two Year Colleges
IDENTIFIERS *Suffolk County Community College NY

ABSTRACT

This manual is intended to be used in a 13-week course designed to familiarize students with the resources of the Suffolk Community College (New York) Ammerman Campus Library and teach them how to use the library to do basic research. The following topics are presented on a week-by-week basis: (1) Course Outline and Introduction to the Library; (2) Locating Books--Using the Microfiche Catalog and Classification Systems; (3) Researching a Topic and Developing a Research Strategy; (4) Encyclopedias; (5) Pamphlet Files and Borrowing from Other Libraries; (6) Periodicals Indexes--Magazines and Journals; (7) Periodicals Indexes--Newspapers; (8) Indexes to Works in Collections; (9) Using Reference Sources; (10) College and Career Information Sources; (11) Biographical Information--Search Strategies and Sources; (12) Literary Criticism--Search Strategies and Sources; and (13) Supplemental Sources of Information. Objectives to be achieved by completing each week's assignment are also provided, and a glossary of literary terms and a guide to preparing a bibliography are appended. (KM)

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INTRODUCTION TO LIBRARY RESEARCH (LR 11 Manual)

by

Frances Kelly

**Suffolk Community College
Ammerman Campus Library at Selden**

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(LR 11 MANUAL)

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Frances Kelly
Suffolk Community College
Ammerman Campus Library at Selden, N.Y. 11784

The author is grateful to Patricia Hogan
for her skill and patience in typing this
manuscript.

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COURSE OUTLINE

I. OBJECTIVES:

1. Students will learn:

- A. To use libraries effectively, in particular, to become familiar with the resources and services of the S.C.C.C. Libraries.
 - B. To locate books through proper use of the Microfiche Catalog and the Library of Congress Classification System and to identify information on individual book records in the Catalog.
 - C. To effectively use printed reference sources such as dictionaries, encyclopedias, almanacs, directories, atlases, and statistical, biographical and literary criticism sources.
 - D. To locate and use appropriate indexes to obtain references to periodical and newspaper articles and to works in collections.
 - E. To locate and use other Library resources such as pamphlets, government documents and audio-visual materials.
2. Students will learn to develop a systematic method of library research which can be applied to future term papers, reports and other information needs.
 3. Students will learn bibliographic formatting and be able to produce a subject bibliography.
 4. Students will be introduced to Library services such as electronic database searching, inter-campus borrowing and inter-library loan.

II. REQUIREMENTS FOR COMPLETION OF COURSE:

1. Since each week's lesson builds on knowledge gained from earlier assignments, the weekly worksheet assignments must be completed and turned in by the beginning of the next class meeting.
2. Each student will select (or be assigned) a topic for research and produce a subject bibliography based upon the research accomplished in the weekly assignments.
3. Final examination must be passed.
4. Attendance at all class meetings and class participation are expected. However, one unexcused absence will be permitted. All assignments must be submitted regardless of absence.
5. Students still officially enrolled after the final date for withdrawal will receive an "F" if they fail to complete the course. Students who wish to withdraw must inform the instructor through the submission of a Drop Form.

III. GRADING CRITERIA:

1. Weekly Assignments (50%)
2. Bibliography Assignment (25%)
3. Final Examination (25%)

IV. WEEKLY OUTLINE OF TOPICS TO BE COVERED:

- Week 1: Course Objectives; Introduction to Library
- Week 2: a.) Classification Systems;
b.) Microfiche Catalog: Author & Title Listings
- Week 3: a.) Research Strategy;
b.) Library of Congress List of Subject Headings;
c.) Microfiche Catalog: Subject Listings.
- Week 4: a.) Quiz;
b.) Encyclopedias
- Week 5: a.) Pamphlets
b.) Borrowing from other Libraries
Inter-campus loans
Inter-library loans
Union List of Serials
- Week 6: Periodical Indexes and Abstracts.
- Week 7: Newspaper Indexes.
- Week 8: Indexes to works in collections.
- Week 9: a.) Quiz;
b.) Reference Sources: Almanacs, atlases, directories,
handbooks, statistical sources.
- Week 10: a.) Bibliography Assignment (due week 13);
b.) Reference Sources: College & Career information.
- Week 11: Biographical Information: Search strategies and sources.
- Week 12: Literary Criticism: Search strategies and sources.
- Week 13: Supplemental Sources of Information
Special collections
Non-print materials: Audio/Visual collections
On-line data bases
- Week 14: Review.
- Week 15: Final Exam.

INTRODUCTION TO THE S.C.C.C./AMMERMAN CAMPUS LIBRARY

LR-11 is designed to familiarize you with the resources of the Suffolk Community College Ammerman Campus Library in particular, and to teach you how to use it to do basic research. After completing this course you will be able to do the following:

- Develop an appropriate search strategy for your information need;
- Locate books in the Library's collection;
- Locate articles in periodicals and collections;
- Locate background information from Reference and non-print sources;
- Locate a Reference Librarian and describe your information need;
- Visit any Library and feel comfortable using its resources.

THE LIBRARY

The Ammerman Campus Library is the largest of the three S.C.C.C. Campus libraries. The collection consists of about 150,000 volumes, about 1,200 periodical titles, of which over 600 are current subscriptions, about 44,000 films, slides, musical recordings and other audio-visual materials, and thousands of uncatalogued, miscellaneous materials such as pamphlets, clippings, maps, college catalogs, annual reports, etc. The area of the Library you will be using most during this course is the REFERENCE AREA. Other important areas of the Library with which you will become familiar include the circulating book "stacks", the Periodicals area, the Reserve collection, the Pamphlet files, the Audio/Visual Learning Center, the Long Island collection, and the Circulation Desk.

THE REFERENCE COLLECTION

The Reference Collection consists of the Microfiche Catalog, Card Catalogs, Indexes and Abstracts, Pamphlet files, miscellaneous uncatalogued materials, and about 5,000 volumes of reference books such as dictionaries, encyclopedias, atlases, almanacs, bibliographies, and other sources of information in all subject fields. Reference materials are shelved in the reference stacks in call number order, except for indexes and some uncatalogued materials such as college catalogs, telephone books, and annual reports from companies. The use of Reference materials is restricted to the Reference area of the Library.

THE LIBRARIANS

A most important resource in the Reference area of a Library is the Reference Librarian. At this Library are Readers' Services Librarians, members of the S.C.C.C. faculty, who not only provide Reference assistance, but also teach Library research strategies to classes or to individual students. Feel free to call upon them whenever you need assistance with library research.

THE LIBRARY

SUFFOLK COUNTY COMMUNITY COLLEGE

SELDEN, NEW YORK

HOURS

During School Sessions

Monday - Thursday 8:00 a.m. - 10:00 p.m.
Friday 8:00 a.m. - 5:00 p.m.
Saturday 8:30 a.m. - 1:30 p.m.

During School Vacations and

When Classes are not in Session

Monday - Friday 8:00 a.m. - 4:00 p.m.

LIBRARY IS CLOSED ON SUNDAYS AND
ON DAYS THE COLLEGE IS OFFICIALLY
CLOSED. HOLIDAY CLOSINGS WILL BE
POSTED.

BORROWING

All currently registered students may borrow books from the library. Your I.D. card, embossed with your name and Social Security number, is also your library card. No Library material will be checked out to you unless you present your validated I.D. card.

Books are loaned for ⁴~~two~~ weeks; ~~after two weeks they are subject to recall.~~ Your cooperation in the prompt return of all materials will make the books available for maximum use by other students. ~~Students who do not return books by the fine date are subject to fines.~~

When the book you need is not on the shelf make a specific request for it at the circulation desk. The person who has the book will be asked to return it and you will be notified when it has arrived. A book drop is located at the entrance of the library to be used whenever the library is closed.

MAGAZINES

The Library has a large collection of current and back issues of magazines, many of which are in microform. You may obtain them at the Periodicals Desk ~~on the lower level.~~

RESERVES

Library resources set aside by the faculty for special use are known as "reserve materials." Reserve materials may be borrowed for in-house use, but some may be charged out for 48 hours or one week. The fine for each item not returned on the date due is \$1.00 per day.

Reserves are kept behind the circulation counter on the main level and the Reserve Catalog listing all items by author, title, course number and instructor is close by. When borrowing reserve material, copy the call number on a Reserve Charge Slip and present it to a clerk at the Circulation Desk.

A. V. LEARNING CENTER

All library audiovisual software is available for use in the A.V. Learning Center including any audiovisual material placed on reserve. Library services to the handicapped are provided by Learning Center staff. The A.V. Learning Center is open whenever the library is open except that the center closes at 8:00 p.m. Monday through Thursday.

INTER-LIBRARY LOAN SERVICES

A. If a book you wish to use is located at either the West or East campus libraries, complete an Intercampus Book Request form and return it to a librarian. Forms are available at the Information Desk. The transaction usually takes 2 to 3 days if the book is on the shelf at the library that holds it.

B. Occasionally, the library may not own the particular material you need. A librarian may be able to suggest a substitute, or to borrow the material for you through an inter-library loan. Ask for details at the Information Desk.

LONG ISLAND COLLECTION

A special collection of material concerning Long Island is maintained in the Long Island room on the main floor. Most Long Island material can be used only in the library. If you wish to use the collection, ask for assistance at the Circulation Desk.

PHOTOCOPYING

Photocopying is available in the reference room and on the lower level at 10¢ per copy. A microfiche copier is now located in the reference room and microfilm printers are located in the periodicals room.

SMOKING LOUNGES

Smoking Lounges are located on upper and lower levels. Smoking is not permitted in the library except in the Smoking Lounges.

GROUP STUDY ROOMS

Group study rooms are for students who wish to work together. Rooms are equipped with chalkboards and can seat about six people. Sign up for rooms at the Circulation Desk.

TYPEWRITERS

Typewriters are available for student use. Ask at the Circulation Desk.

ASK

Reference librarians are available to assist students during library hours.

WHENEVER YOU CANNOT FIND A PARTICULAR BOOK ON THE SHELF, ASK A REFERENCE LIBRARIAN FOR ASSISTANCE.

The librarians will help you use the fiche catalog, the reference collection, database searches, periodical indexes, pamphlet file and all other library resources.

FOR FURTHER INFORMATION, PLEASE CALL

REFERENCE: 451-4181

CIRCULATION: 451-4170

Head Librarian

Donald Gilzinger, Jr.

Circulation Services

Veronica Narkun

A.V. Learning Center

Peter Kaufman

Head of Reference

Aida Pavese

Reader Services

Librarians

David Baruch

Marcia Jefferson

Shirley Levitt

Regina McEneaney

Periodical Services

Frances Kelly

A.V. Classroom Services

Anthony Vignola

FALL 1985

WEEK 2: LOCATING BOOKS: USING THE MICROFICHE CATALOG

After completing this week's assignment you will be able to do the following:

- Determine if the Library owns a particular book by looking it up by its author or title in the microfiche catalog;
- Interpret the different elements of a catalog record;
- Understand the Library of Congress call number and how it relates to the book's shelf location in the Library.

I. THE CATALOG

The Catalog is the collection of records for the books in a Library. S.C.C.C. Libraries Catalog is on microfiche, requiring the use of a special reader to magnify the records on a screen. Our catalog is "divided". That means there are separate alphabetical listings for a book by AUTHOR, by TITLE, and by SUBJECT.

A. SAMPLE AUTHOR CATALOG RECORD

Nakamura, Hajime, 1912 -

Parallel developments: a comparative history of ideas / Hajime Nakamura; edited by Ronald Burr; with a pref. by Charles Morris. 1st ed. Tokyo; New York : Kodansha; /New York/: distributed /by/ Harper & Row, 1975. xx, 567 p.; 24 cm. Includes bibliographical references. 1. Philosophy, Comparative. 2. Religion - History. 3. Mythology. I. Title. 800032815

B 799 N325 Selden

B. BREAKDOWN OF RECORD ELEMENTS

1. Author: Nakamura, Hajime
2. Birth date: 1912
3. Title: Parallel developments: a comparative history of ideas
4. Editor: Ronald Burr
5. Edition: 1st
6. Imprint: a.) Place of publication: Tokyo & New York
b.) Publisher: Kodansha (distributed by Harper & Row of N.Y.)
c.) Date published: 1975
7. Collation: xx, 567 pages, 24 (centimeters high)
8. Contents Note: a.) Preface by Charles Morris
b.) Bibliographical references
9. Tracings: A. Subject headings under which book can be found in the Subject Catalog:
 1. Philosophy, Comparative
 2. Religion - History
 3. Mythology
 B. Book is listed alphabetically in the Title Catalog
10. Computer Access Number: 800032815
11. Library of Congress Call Number: B 799 N325
12. Campus Location: Selden

C. SAMPLE BIBLIOGRAPHIC CITATION

Nakamura, Hajime. Parallel Developments: a Comparative History of Ideas.
Tokyo; New York: Kodansha, 1975.

II. CLASSIFICATION SYSTEMS

- A. The Catalog Record identifies and describes a particular book in the Libraries collection. The Call Number tells you where the book is located on the shelf. There are many ways to organize (classify) a collection of books. The two most common systems of classification used in American libraries are the Dewey Decimal Classification System and the Library of Congress (LC) Classification System. The "Dewey" system is most frequently used in public libraries; the "LC" system in academic libraries. The subject breakdown for the "LC" and "Dewey" classification schedules is in your manual.
- B. LC Call Number: In the LC system, the alphabet is divided into broad subject classifications. The first letter or letters indicate the subject of the book. For example, "N" indicates books in the broad area of the fine arts; "NA" deals specifically with books about architecture. This refinement into sub-topics means that books on similar subjects will be shelved together. After the letters are combinations of numbers and more letters and numbers which further identify the book. These additional combinations allow for each book to be assigned a unique call number.

DEWEY DECIMAL CLASSIFICATION SYSTEM

HOW THE DEWEY DECIMAL SYSTEM WORKS

In the Dewey Decimal Classification System, Arabic numerals are used decimally to signify the various classes of subjects

Dewey divided all knowledge, as represented by books and other materials, into nine classes which he numbered 100 to 900. Materials too general to belong to a specific group—encyclopedias, newspapers, magazines, and the like—he placed in a tenth class, which preceded the others as the 000 class. Each of the nine subject classes was organized as follows: the first of the ten divisions of every subject class was given to the general books in that subject; the remaining nine divisions were assigned to specific subject areas.

000 General works	300 Social Sciences	620 Engineering	820 English
010 Bibliographies	310 Statistics	610 Agriculture	830 Germanic
020 Library sciences	320 Political science	640 Home economics	840 Romance
030 General encyclopedias	330 Economics	650 Business administration	850 Italian, Romanian
040 General collected essays	340 Law	660 Chemical engineering	860 Spanish, Portuguese
050 General periodicals	350 Public administration	670 Manufactures	870 Latin & Italic
060 General organizations	360 Social welfare	680 Other manufactures	880 Greek
070 Journalism & publishing	370 Education	690 Building construction	890 Other literature
080 General collections	380 Commerce	700 The arts	900 Geography & History
090 Manuscripts & rare books	390 Customs & folklore	710 City planning	910 Geography & travel
100 Philosophy	400 Language	720 Architecture	920 Biography
110 Metaphysics	410 Linguistics	730 Sculpture	930 Ancient history
120 Knowledge & causation	420 English & Anglo-Saxon	740 Decorative arts	940 Europe
130 Popular psychology	430 Germanic	750 Painting	950 Asia
140 Philosophical attitudes	440 Romance	760 Graphic arts	960 Africa
150 Psychology	450 Italian, Romanian	770 Photography	970 North America
160 Logic	460 Spanish, Portuguese	780 Music	980 South America
170 Ethics	470 Latin & Italic	790 Recreation	990 Other areas
180 Ancient & medieval	480 Classical & modern	800 Literature	
190 Modern philosophy	490 Greek	810 American	
200 Religion	500 Other languages		
210 Natural religion	500 Pure Sciences		
220 Bible	510 Mathematics		
230 Christian theology	520 Astronomy		
240 Moral & devotional	530 Physics		
250 Churches & orders	540 Chemistry		
260 Ecclesiastical theology	550 Earth sciences		
270 Church history	560 Paleontology		
280 Christian denominations	570 Life sciences		
290 Comparative religions	580 Botany		
	590 Zoology		
	600 Technology		
	610 Medicine		

LIBRARY OF CONGRESS CLASSIFICATION SCHEDULES

For sale by the Cataloging Distribution Service, Library of Congress,
Building 159, Navy Yard Annex, Washington, D.C. 20541,
to which inquiries on current availability and
price should be addressed.

- A General Works
- B-BJ Philosophy. Psychology
- BL-BX Religion
 - C Auxiliary Sciences of History
 - D History: General and Old World (Eastern Hemisphere)
 - E-F History: America (Western Hemisphere)
 - G Geography. Maps. Anthropology. Recreation
 - H Social Sciences
 - J Political Science
 - K Law (General)
 - KD Law of the United Kingdom and Ireland
 - KE Law of Canada
 - KF Law of the United States
 - L Education
 - M Music
 - N Fine Arts
- P-PA General Philology and Linguistics.
Classical Languages and Literatures
- PA Supplement Byzantine and Modern Greek Literature.
Medieval and Modern Latin Literature
- PB-PH Modern European Languages
- PG Russian Literature
- PJ-PM Languages and Literatures of Asia, Africa,
Oceania. American Indian Languages.
Artificial Languages
- P-PM Supplement Index to Languages and Dialects
- PN, PR, PS, PZ General Literature. English and American
Literature. Fiction in English.
Juvenile Belles Lettres
- PQ Part 1 French Literature
- PQ Part 2 Italian, Spanish, and Portuguese Literatures
- PT Part 1 German Literature
- PT Part 2 Dutch and Scandinavian Literatures
- Q Science
- R Medicine
- S Agriculture
- T Technology
- U Military Science
- V Naval Science
- Z Bibliography. Library Science

WEEK 3: RESEARCHING A TOPIC

After completing this week's assignment you will be able to do the following:

- Understand that the formulation of an appropriate Search Strategy is the key to locating information on a topic;
- Use the Library of Congress List of Subject Headings to compile a list of subject headings on your topic;
- Use the Subject Microfiche Catalog to determine what books the Library owns on your topic;
- Provide a correct bibliographic citation for a book.

I. Developing a Research Strategy*(enclosed)II. Library of Congress List of Subject Headings

- A. Tells you what terms are used as Subject Headings in the Subject Catalog (-In Bold Face-)
- B. Leads you to related Subject Headings which may help you narrow or broaden the scope of your research (Terms listed after "sa" and "xx")
- C. Indicates terms that are not used as Subject Headings (Terms listed after "x" or which direct you through "see" to a different heading)

Sample: **Knots (Topology)**
 See Knot theory
 Knots and splices (VM533)
 sa Fishing knots
 Macramé
 Slings and hitches
 x Knotting and splicing
 Splicing
 xx Cordage
 Navigation
 Rope
 Seamanship
 Knots and splices (in religion, folklore, etc.)
 (GR950.K6)
 x Folk-lore of knots
 xx Religion, Primitive
 Knott family
 sa McNutt family

III. Microfiche Catalog: SUBJECT Listings

Sample: **KNOTS AND SPLICES.**
 Day, Cyrus Lawrence, 1900- *Quipus and witches'*
 knots; the role of the knot in primitive and
 ancient cultures. With a translation and analysis
 of "Oribasius. De laqueis." Lawrence, University

of Kansas Press, 1967. 158 p. 800135217
 GR 950 K6 P3 Selden

Graumont, Raoul, 1896- *Encyclopedia of knots and*
fancy rope work, by Raoul Graumont and John
Hensel. Cambridge, Md., Cornell Maritime Press,
 [c1952] 690 p. 690042663
 REFERENCE TT 880 G7 1952 East

DEVELOPING A RESEARCH STRATEGY

- A. Decide on a topic.
- B. Determine the scope of your research needs.
 - 1. How much information do you need? Are you writing a one-two page paper or a ten-fifteen page paper?
 - 2. Into what field of knowledge does your topic fall? (i.e. history, political science, psychology, art, health, etc.)
 - 3. Is the topic current or historical?
 - 4. What kind of paper are you going to write? (i.e. argumentative, overview-tracing development, state-of-the-art survey, analysis of specific issue or event and its effect, review of contending opinions, etc.)
- C. Formulate a thesis statement.

Once you have determined the scope of your research, you can then identify a specific, intellectually defensible topic which fits the constraints of time, length of paper and resources available by developing an investigative question and a thesis statement stemming from that question. A thesis gives direction to your paper and to your research. It makes clear exactly what kind of information you are looking for, information that relates directly to the thesis you are trying to demonstrate.

With the thesis statement formulated, you will find it easy to focus your research needs and to use the appropriate library resources efficiently and effectively.

SEARCH STRATEGY OUTLINE

Libraries have stored information in many different ways and in a variety of forms. In order to find information it is best to formulate a SEARCH STRATEGY before you begin a search. Using a SEARCH STRATEGY will keep you from becoming frustrated if you do not find what you need on your first try; it will help you to focus and define your information needs and it will save you a great deal of time. A SEARCH STRATEGY may be as simple as considering an almanac or a general encyclopedia as good places to look for a specific item of factual information or background on a topic, or it may be a more complex structure developed to pursue many avenues in order to research a topic for a term paper or to gain in-depth understanding of a subject. Specific search strategies will vary depending upon the nature of your information needs. The following general outline should help you to formulate appropriate specific research strategies.

I. REFERENCE SOURCES

- A. Dictionaries - for definitions of terms, spelling, etymology, etc.
- B. Encyclopedias - for introductions, background information and overviews of a subject.
 - 1. "General" encyclopedias such as World Book, Britannica, Americana, etc.
 - 2. "Subject" encyclopedias such as Encyclopedia of Science and Technology, Encyclopedia of Music and Musicians, etc.

- C. Almanacs, Handbooks, Directories, Statistical Sources, Legal Sources, Atlases and Gazetteers, etc. - For answers to specific questions, quick overviews of a subject, subject terminology, factual or statistical information, direction to other information, sources, etc.
- D. Bibliographies - Books which list books, articles, and other resources on particular topics or in subject disciplines.

II. CIRCULATING BOOKS

Use the Subject, Author, or Title Listings in the Microfiche Catalog to locate books to check out and read at your leisure.

III. INDEXES

- A. To Periodicals: Articles in periodicals provide brief, up-to-date information or retrospective contemporary accounts of a topic as it was considered at a particular point in time. We will look at three basic periodical formats.
 - 1. General-Interest Magazines - Contain readable, easy-to-understand articles on topics of interest to the general reading public.
 - 2. Newspapers - May focus on news and general-interest articles or may focus on a specific interest area such as business.
 - 3. Scholarly and Professional Journals - Contain articles on topics related to specific subject areas such as business, psychology, medicine, literature, etc. The articles provide accounts of the most up-to-date research and in-depth analysis and background of a topic which would not be available in general-interest magazines and newspaper accounts.
- B. To Works In Collections: Some books are anthologies. A book may include essays (or chapters) on many different topics, a collection of plays, short stories or poems. In order to find one essay or one needed play in such a collection you need to look in an appropriate index to works in collections.

IV. SUPPLEMENTAL SOURCES

- A. Pamphlet Files - Pamphlets, booklets, clippings, etc. which cannot be shelved with the books. This file contains many government publications as well as publications by private associations and groups with specific points of view on controversial topics.
- B. Government Documents - Town, County, State, and Federal government agencies publish reports, pamphlets, periodicals, and books. Some libraries have a separate Government Documents Collection with a separate catalog and classification system. Other libraries, such as S.C.C.C., include government documents in their general book and periodicals collection.

- C. Audio-Visual Materials - Print is not the only information format in libraries. Other resources include audio and visual tapes, discs, slides, films, etc.
- D. Electronic Data-Base Searches - Many libraries have a computer terminal linked to services which provide access to on-line data bases. A data-base search on your topic may provide you with references to the latest research and to sources not available through the catalogs and printed indexes.
- E. Inter-Library Loan - Individual libraries have formed "networks" to enable their patrons to have access to as many sources of information as possible. Books, government documents, periodical articles and other needed information may be requested through Inter-Library Loan if your library is unable to fulfill your information needs.

WEEK 4: ENCYCLOPEDIAS

After completing this week's assignment you will be able to do the following:

- Find background articles on a topic using multi-volume encyclopedias;
 - Determine and locate appropriate subject encyclopedias for more comprehensive background articles on a topic.
- I. Encyclopedias can be used to provide background information on a topic. The arrangement of the article in an encyclopedia can help you to organize your thinking or to suggest narrow aspects of a broad subject which might be analyzed in depth. Following is a description (taken from Colliers Encyclopedia Study Guide) of the structure and breakdown of one topic.

PSYCHOLOGY

The student interested in the science of the mind should begin with the basic article PSYCHOLOGY. In this article he will find a historical survey of the subject, a discussion of basic fields of study in modern psychology, and a detailed examination of abnormal psychology. Familiarity with the contents of this article will enable the student to understand the philosophies and techniques of the many important schools and systems of psychological thought presented in the following separate articles:

BEHAVIORISM
FUNCTIONALISM
GESTALT

PSYCHIATRY
PSYCHOANALYSIS

With the gradual acceptance and recognition in the twentieth century of psychology as a science, the principles of psychology have been applied in many fields. These applications are treated in the following articles:

ANIMAL PSYCHOLOGY
APPLIED PSYCHOLOGY
CHILD PSYCHOLOGY AND DEVELOPMENT

EDUCATIONAL PSYCHOLOGY
EXPERIMENTAL PSYCHOLOGY

Psychological Terms. For information on psychological terminology, the reader is advised to investigate, within his particular field of interest, the Index references listed under the subhead *Special Subjects and Terms* of the main entry PSYCHOLOGY.

Great Psychologists. The student should not fail to consult the biographical articles on men who have made important contributions to the study of psychology. Outstanding among these are the following:

FREUD, SIGMUND
ADLER, ALFRED
JAMES, WILLIAM
DEWEY, JOHN
KOFFKA, KURT

KOHLER, WOLFGANG
JUNG, CARL GUSTAV
SKINNER, B. F.
WATSON, JOHN BROADUS
WUNDT, WILHELM MAX

- II. Listed below are selected general and specific encyclopedias in the Selden Campus Library which you may want to examine. Others in the collection can be located through the Microfiche Catalog or by asking a librarian.

A. GENERAL MULTI-VOLUME ENCYCLOPEDIAS:

1. Academic American Encyclopedia. Arete Publ. Co., 1981 21 vols.
REF AE 5 A23

Concise overviews of subjects in all fields of knowledge with emphasis on quick access to factual information. There are many photographs, maps and color illustrations and bibliographies are attached to most articles. The breakdown of subject coverage is: humanities, 36%; science, 35%; social sciences, 14%; geography, 13%; sports and contemporary life, 2%.

2. Collier's Encyclopedia. Macmillan Educational Corp., 1980 24 vols.
REF AE 5 C683

Articles cover every major area of knowledge, written at the high school and junior college level in a popular and concise style. It has over 17,000 illustrations and 1,450 maps each with its own separate geographic index. The last volume contains a thorough subject index and bibliographies. The latter are arranged by broad subject divisions and are graded for difficulty of reading.

3. Compton's Encyclopedia and Fact Index. F.E. Compton Co., 1982
26 vols. REF AG 5 C73

Aimed toward students from elementary through high school. Good layout, typography and readability. Each volume includes a Fact Index which is simultaneously a dictionary, mini-encyclopedia and index to the set. Articles have superior historic content and the science and geographic coverage is above average.

4. The Encyclopedia Americana. Americana Corp., 1982. 30 vols.
REF AE 5 E333

The oldest major American encyclopedia, the first edition was published in 1833. The Americana is valued for its comprehensive coverage, its well-balanced treatment of different subjects, its strong emphasis on American-oriented topics and its ability to present complex problems in readable form without over-simplification. It is continually revised. A special feature is the articles on the centuries which cut across geographical and political boundaries and provide an overview of the period covering intellectual developments, technological advancements, leading events and prominent personalities. There are well-researched articles on World Wars I and II. This is a good source for information on American cities and towns, for biographical information and for evaluations of books, operas, musical compositions, works of art, etc. Important articles have bibliographies.

5. The New Encyclopaedia Britannica. Encyclopedia Britannica Inc., 1980
30 vols. REF AE 5 E363

This is the oldest and most famous and scholarly of the general encyclopedias in the English Language. The first edition was published in 1768. Certain editions, especially the 9th (1875) and the 11th (1910), have articles which are still considered classics in their fields. The 14th edition, first published in 1929, was continuously revised until 1974. This is the 15th edition. It is entirely new in its conception with three distinct parts: The Propaedia, which is a topical outline of all human knowledge. It is keyed to the macropaedia articles and is intended as a guide for independent study. The ten-volume Micropaedia is designed for ready reference and has the index to the nineteen-volume Macropaedia ("knowledge in depth") which contains articles written by world scholars in their respective fields and which, in many cases, include selective, annotated bibliographies. The articles are written in a style to appeal to the intelligent, curious layman.

6. The World Book Encyclopedia. Field Enterprises Educ. Corp., 1977.
22 vols. REF AE 5 W55

Aimed toward students from elementary through high school. The articles are structured according to a fivefold plan to bring together five basic elements: (1) the complete story, (2) visual aids, (3) related articles, (4) an outline, and (5) questions. There are more than 2,300 maps. Illustrative features, such as transparent color overlays in the essays on the Human Body and Science and Building projects, provide three-dimensional information in two-dimensional form. Volume 22 has a research guide as well as the index to the set. The articles are well-written, easy to understand, authoritative and often include good annotated bibliographies. This encyclopedia is a good one to serve as an introduction to a difficult or unfamiliar topic.

B. CONCISE GENERAL ENCYCLOPEDIAS (One to three volumes)

New Columbia Encyclopedia. 1 vol. REF AG 5 C725
The New Lincoln Library Encyclopedia. 3 vols. REF AG 105 L55
Random House Encyclopedia. 1 vol. REF AG 5 R25

C. SELECTED MULTI-VOLUME SUBJECT ENCYCLOPEDIAS

1. Encyclopedia of Philosophy. 8 vols. REF B 41 E25

Approximately 1,500 lengthy articles covering all aspects of philosophy and related disciplines with emphasis on individual philosophies. Intended for the lay-person as well as the specialist, written by world scholars. Final volume contains index.

2. Mythology of all Races. 13 vols. REF BL 25 M8
3. Encyclopedia of Religion and Ethics. 13 vols. REF BL 31 E4
4. New Catholic Encyclopedia. 17 vols. REF BX 841 N44

5. McGraw-Hill Encyclopedia of World Biography. 12 vols. REF CT 103 M37
6. Encyclopedia Judaica. 16 vols. REF DS 102.8 E496
7. Dictionary of American History. 8 vols. REF E 174 D52

In spite of its title, this work is actually an encyclopedia. It contains concise articles on every aspect of American political, social, cultural, industrial, and economic history. Does not provide biographical information but has an analytical index through which the activities of prominent people may be traced.

8. Illustrated Encyclopedia of Mankind. 20 vols. REF GN 307 I44
9. International Encyclopedia of the Social Sciences. 18 vols.
REF H 40 A2 I5

Authoritative well-written analytical and comparative overviews of the social sciences -- anthropology, economics, geography, history, law, political science, psychology, psychiatry, sociology, and statistics. Excellent index.

10. Career Information Center. 12 vols. REF HF 5382 V57
11. Encyclopedia of Crime and Justice. 4 vols. REF HV 6017 F52
12. Taylor's Encyclopedia of Government Officials. REF JK 6 T36
13. American Jurisprudence. 82 vols. + 8 vol. index. REF KF 154 A42

Comprehensive legal encyclopedia covering all fields of American law -- state and federal, civil and criminal, substantive and procedural. Also serves as a case finder and statute locator.

14. Encyclopedia of Education. 10 vols. REF LB 15 E57

An overview of the history, theory, research, philosophy, and structure of education, international in scope with an emphasis on American education. Thoroughly indexed.

15. The New Grove Dictionary of Music and Musicians. 20 vols.
REF ML 100 N48

16. Encyclopedia of World Art. 15 vols. REF N 31 E533

Lengthy articles signed by world scholars and including bibliographies on every aspect of art -- architecture, sculpture, painting, and every other man-made object of an aesthetic nature regardless of its purpose and technique. Covers the art world from its beginning through the 1950's. Each volume has a section of black and white plates which illustrate the articles.

17. McGraw-Hill Encyclopedia of Science and Technology. 15 vols.
REF Q 121 M3

A comprehensive work which covers basic data in the physical sciences, earth sciences, life sciences, and engineering. New developments are kept up-to-date by the McGraw-Hill Yearbook of Science and Technology.

18. Dictionary of Scientific Biography. 16 vols. REF Q 141 D5

Designed to make available reliable information on the history of science through articles on the professional lives and accomplishments of scientists. Covers all periods from classical to modern with exceptions of living persons.

19. Encyclopedia of Bioethics. 4 vols. REF QH 332 E52

This work provides a "systematic study of human conduct in the area of life sciences and health care, insofar as this conduct is examined in the light of moral values and principles." The articles summarize the significant ethical viewpoints on topics covering a wide range of social and political as well as scientific issues, written by widely recognized scholars in their fields, and directed toward the educated lay-person. It contains many excellent bibliographies, both at the end of articles and in the last volume, and a thorough index with extensive crossreferencing.

20. Grzimek's Animal Life Encyclopedia. 13 vols. REF QL G7813

21. Illustrated Encyclopedia of Family Health. 24 vols. REF RC 81 A2 I4

22. International Encyclopedia of Psychiatry, Psychology and Neurology.
12 vols. REF RC 334 I57

23. The Royal Horticultural Society Dictionary of Gardening. 5 vols.
REF SB 45 D63

24. History of Technology. 7 vols. Ref T 15 S53

25. Dictionary of American Naval Fighting Ships. 8 vols. REF VA 61 A53

WEEK 5: I. PAMPHLET FILESII. BORROWING FROM OTHER LIBRARIES

After completing this week's assignment you will be able to do the following:

- Locate a pamphlet on your topic;
- Obtain books and articles on your topic that are not in the S.C.C.C./ Ammerman Campus Library's collection.

I. PAMPHLET FILES

These are quick, direct sources of information. They contain ephemeral materials, such as pamphlets, newsletters, clippings, etc. They may be government publications (U.S., other country, state, county), publications from quasi-public or private groups representing a specific view on a controversial topic, or short informative articles on a topic.

II. BORROWING FROM OTHER LIBRARIESA. INTER-CAMPUS: (S.C.C.C. LIBRARIES)

1. Books: Books listed in the Microfiche Catalog as being in EAST or WEST Campus collections can be borrowed by filling out an "Inter-Campus Book Request" form.
2. Periodicals: Articles needed from Periodicals in EAST and WEST Campus collections can be requested at the Periodicals Desk. The charge is only 5¢ per page with a 25¢ deposit required. Requests are telephoned to the appropriate Campus and articles are sent out in the next mail.

B. UNION CATALOGS:

Libraries cooperate to make their collections available in a number of ways. Catalogs and lists of holdings which indicate which libraries hold particular books or periodicals are called "union catalogs". S.C.C.C. Librarians can check the "COMCAT" Union Catalog for books and the Long Island Libraries Regional Council (LILRC) Union List of Serials to predetermine which libraries own specific books and periodicals. With this information, you can decide whether to personally visit another library or to request needed materials through the Inter-Library Loan Service.

C. INTER-LIBRARY LOAN (ILL):

A cooperative program including libraries in Suffolk and Nassau counties and also public and academic libraries throughout New York State.

1. Books: Books not in S.C.C.C. Libraries can be obtained by filling out an "ILL Request" form. Verification is needed, so check with a librarian to assure you have all the information you need. If the book is in a "local" library the request is usually filled within a week; if not, it will take longer.
2. Periodicals: Articles in Periodicals not in our collection can be requested through ILL. Besides needing the Title and Author of the article, name of periodical, date of issue, and inclusive pages, you must indicate the source of your information (which index or bibliography cited your article).

WEEK 6: PERIODICALS INDEXES
MAGAZINES AND JOURNALS

After completing this week's assignment you will be able to do the following:

- Find articles on your topic in general interest magazines and scholarly journals by using periodical indexes:
- Provide a correct bibliographic citation for an article in an magazine or scholarly journal.

A periodical index locates specific articles in periodicals (magazines, scholarly journals, newspapers) by subject or author. Most periodical indexes are multi-volume sets, each volume covering a particular time period. Some, like Reader's Guide to Periodical Literature, index popular, general-interest periodicals such as Time, Newsweek, Psychology Today, Science Digest or Horizon. Others index more specialized, scholarly periodicals which focus on particular fields of knowledge (Art Index, Education Index). A list of important indexes in the Ammerman Campus Library is included in this manual.

Although indexes vary, many of them present the bibliographic information needed to retrieve an article in a similar format. Understanding the format in which information is presented can save time and reduce frustration. Below is a sample entry from the Reader's Guide to Periodical Literature.

Subject Heading: ALCOHOL
Subhead: Physiological effects

Subhead: Psychological effects

Subject Heading: ALCOHOL and
automobile drivers

Subject Heading: ALCOHOL and youth
Title of article: "Teenage drinking:
the legal age is going back up."
Author: C. Schweich
il: The article is illustrated
Magazine: McCall's
vol. #: 108
Date of issue: September, 1981

ALCOHOL Physiological effects

See also
Alcohol and sex
Fetal alcohol syndrome

Acid test for alcohol drinkers (gamma-glutamyl transferase blood test) D. Duys Health 12:16 O '81

Alcohol-dependent liver cell necrosis: in vitro a new model F. A. X. Schanne and others Lab Invest 51:324-30 Ap 17 '81

Alcohol-potassium awareness quiz USA Today 11:113-14 D '81

Alcohol, pot., and sudden death P. Mann

Ready, 'tis the season to be jolly J. Jarvis II pers People 16:153+ D T '81

Psychological effects
Think-drink effect G. A. Marlatt and D. J. Rohsenow II Psychol Today 13:60-2+ D '81

ALCOHOL and automobile drivers

See also
Mothers Against Drunk Drivers (organization)
Alcohol, pot., and sudden death P. Mann II

Women alcoholics are "significant segment of nursing homes" Agnc 321/322:46-7 S/O '81

ALCOHOL and youth

Alcohol and youth O. Jeanerret II World Health 16:15-16 '81

Don't lower the drinking age for teens J. Lott, our Seventeen 40:30 Ap '81

Head start on drinking (teenagers and St. Patrick's Day) America 114:269-70 Ap 4 '81

High education:
On drinking with professors G. Farfello Roll Stone p17-8+ Ap 16 '81
On drinking with students W. Kitzredde Roll Stone p17+ Ap 16 '81

Is your child a secret alcoholic? C. Derman II Good M 192 215-16 Je '81

Raising the drinking age is unfair! C. Buchanan, our Seventeen 40:88 Mr '81

Sexual development and teen drinking Sci News 119:278 Mv 2 '81

Teenage drinking: the legal age is going back up C. Schweich II McCall's 108:37-8 S '81

ALCOHOL (cont.)

See also
Archer-Daniels-Midland Company

I. S.C.C.C. Periodicals List

Consult this Listing to see if we have the magazine you need. Sample:

<u>Title</u>	<u>Campus</u>	<u>Beginning Vol.</u>	<u>Beginning Date</u>	<u>End Date</u>
PLN	SELDEN	VOL. 51,	1936-	1982
MCCALL'S	SELDEN WEST EAST	VOL. 89,	1961-	
		VOL. 98,	1970-	
		VOL. 104,	1977-	

Go to the Periodicals Area of the Library. Fill out a Periodicals request card for each magazine or newspaper. You need your I.D. card, valid for the current semester.

All magazines and newspapers must be used in the Periodicals Area. You may copy articles on the Xerox copier or the microform reader printer for 10¢ a copy.

If the magazine you need is at East or West and not at Selden, fill in a request for the article to be sent to you.

SELECTED LIST OF PERIODICAL INDEXES IN THE AMHEPMAN CAMPUS LIBRARY

1. Readers's Guide to Periodical Literature - Author/Subject index to articles appearing in approximately 180 popular, general-interest magazines.
2. Magazine Index - Subject index to articles appearing in approximately 400 popular, general-interest magazines. (This index is on film in a 5-year cumulation.)
3. Art Index - Author/Subject index to articles in periodicals, museum catalogs, etc. in the fields of art, archaeology, crafts, film, photography, art history, landscape, architecture, etc.
4. Education Index - Author/Subject index to articles in journals relating to the field of education.
5. Business Periodicals Index - Author/Title index to articles in periodicals in the fields of accounting, advertising, public relations, communications, computers, management, etc.
6. Humanities Index - Author/Subject index to articles in periodicals in the fields of language, literature, music, philosophy, history, etc.
7. Social Sciences Index - Author/Subject index to articles in periodicals in the fields of sociology, anthropology, psychology, area studies, political science, economics, etc.
8. General Science Index - Author/Subject index to articles in periodicals in the fields of astronomy, biology, chemistry, earth science, environment and conservation, food and nutrition, genetics, mathematics, medicine and health, physics, etc.
9. Cumulative Index to Nursing and Allied Health Literature - Subject index to articles in journals in the fields of nursing and health science.
10. Biology Digest - Summarizes and indexes worldwide scientific literature in the life sciences.
11. P.A.I.S. (Public Affairs Information Service Bulletin) - Indexes articles in journals, pamphlets, government documents, books related to public policy, law, economics, public affairs, etc.

AND

Some additional indexes which are part of the Reference Collection include:

12. Abstracts of English Studies
13. Book Review Digest
14. Book Review Index
15. Child Development Abstracts
16. MLA International Bibliography
17. Popular Periodicals Index
18. Psychological Abstracts
19. Social Work Research and Abstracts
20. Womens Studies Abstracts

WEEK 7: PERIODICALS INDEXES
NEWSPAPERS

After completing this week's assignment you will be able to do the following:

- Find an article on your topic in a newspaper by using a newspaper index;
- Provide a correct bibliographic citation for an article in a newspaper.

Newspapers are good sources for information on many topics. They cover much more than just news stories. Articles on topics such as health, entertainment, nutrition, finance, family, and local history are typical, as are reviews of books, films, and plays and articles on music, art, and sports. Newspaper INDEXES enable the reader to locate an article within a particular issue of the paper. Several major papers have their own index. Articles are listed by subject or under a person's name. The index tells you the date on which the article appeared as well as the section, page, and column of the particular issue. The New York Times Index also summarizes the article.

Newspaper indexes in the Ammerman Campus Library collection include the following:

New York Times Index, 1851 -
Christian Science Monitor Index, 1960 -
Wall Street Journal & Barrons Index, 1959 -
Newsday Index, 1977 -

These indexes come in annual, bound volumes with paperback updates for the most current year. In addition, the Library subscribes to the National Newspaper Index in microfilm format. It indexes the latest three years of several major, national newspapers. It is updated monthly.

The New York Times is considered to be the "Newspaper of record" for national, state, and international affairs. It carries complete text of important speeches and documents as well as summaries and analysis of current topics, extensive coverage of world-wide cultural events; biographical information and more. The New York Times produces its own Index which is a condensed, classified history of the world as it is recorded day-by-day in the newspaper. Abstracts of articles are entered under subject headings followed by a precise reference to date, page, and column on which the article appeared. The Index uses the following headings to locate articles:

Regular subject headings ("Baseball," "Foster Care")
Geographical names ("United States," "Boston")
Organizational names ("United Nations," "CBS Inc.")
Personal names ("Reagan, Ronald," "Madonna")

On the following pages are three examples from the 1981 volume of the New York Times Index to illustrate how articles are cited.

EXAMPLES FROM THE NEW YORK TIMES INDEX

Example 1:

In the first example, the subject heading we are illustrating is "Flea Markets." The five paragraphs which appear under this heading summarize and cite articles that have appeared in the New York Times for a particular time period. (The examples below have all been reproduced from the 1981 volume of the Index.)

Subject heading

1st article

2nd article

Flaubert, D. 27 VII.54
FLAVIN, Joseph B. See also Reagan - Assassination. Ap 1
 Singer, Co. J. 28
FLAWN, Peter. See also Texas. University of. Jr 9
FLAX, Edward. See also Housing - NYS. My 13
FLEA Markets
 Lynn David Goldenberg article on scene at Roosevelt
 Raceway flea market; drawing (M). F 8, XXI, 20:
 Smithtown (NY) lawmakers review amendment to town
 code that could make it more difficult for flea market to set
 up in Smithtown than in any other town on Long Island;
 proposed changes, which were put forth at recent public
 hearing, came about after town was unsuccessful in its
 attempt to block opening of Tri-County Flea Market on
 Main St (M). F 22, XXI, 14, 5
 Article on flea markets in NYC met area. Illustration,
 map; drawing (L). Jr 12, III, 1, 1
 Article on proliferation of flea markets on Long Island
 (NY). Illustrations (L). Jr 19, XXI, 1, 2
 Residents near Public School 183 on East 67th St.
 Manhattan, are fighting to keep Bd of Educ from closing
 flea market sponsored by school's PTA; bd is acting on
 complaints that school rented its property to profit-making
 venture (M). N 8, 44:
 NYS Comptroller Edward V. Regan lines continued
 revenue losses in state to flea mkt (S). N 23, III, 2, 3
FLEAS. See also Bubonic Plague. Ap 16
 Humorous article on problems residents of Houston, Tex.
 face in dealing with insects such as fleas; cartoon (M).

Citation: February 8,
 section 21, page 20,
 column 3

Citation: November 8,
 page 44, column 1

The first article, written by Lynn David Goldenberg, is about the flea market at Roosevelt Raceway. The article contains a drawing. The "(M)" indicates that the article is of medium length, which means that it runs more than one column but less than two. (The Index also uses the symbol "(S)" to indicate shorter articles running one-half column or less, and "(L)" indicating longer ones which run more than two columns.)

The date and pages of the first article are signified by the symbols:

F 8, XXI, 20:3
 February 8, section 21, page 20, column 3

Note that the year is not included in the citation, because it is understood that the year is that of the volume you are using.

Example 2:

The subject heading in the second example is "Battered Spouses."

Subject heading

N 17, IV, 30, 4
 Co. James Lee Pringle and John W. Thorne ed exec vpt
 (S). D 16 IV, 18, 4
BATTEN Barton Duxline & Osborn Inc. See also Gen. Elec.
 Co. M 30
BATTERED Spouses. See also Marriages. Jr 10, 14, Ap 19
 2A, M 7, Jr 2, Jr 19, Ap 3, 10, 5, 12, 27, O 10, 12, N 8, 26
BATTERIES and Fuel Cells. See also Astronautics - LS -
 Space Shuttle. D 22, Electric Vehicles, Jr 10, Transit
 Systems - NYC - Subways. O 4
 Illustration of some of 5,000 applicants who lined up in
 Toledo, Ohio, in file for 90 job openings with Johnson
 Controls Inc. manufacturer of auto batteries. M 4, 12, 2
 Richard Williams of RCA Laboratories patents process
 for converting coal into gases that can be burned in fuel
 cells for direct generation of electricity (S). Ap 4, 38, 5, Ray
 O'Nea Corp to build \$132 million plant in Lancaster, Ohio
 to produce alkaline batteries; plant earlier in close ex-
 isting Lancaster facilities; but city and state offered wide-

In this kind of presentation (which is very common in the Index) no articles are actually being cited. Instead, the Index is telling you to turn to the heading "Marriages" and look under that heading for articles listed in the paragraphs for January 10 and 19, April 19 and 26, May 7 and 17, etc. Each one of these paragraphs lists articles which are about battered spouses. (See illustration below.)

Subject heading ————
 January 10th paragraph ————

19th annual meeting held San Diego (S) N 2119
MARRIAGES See also Executives. My 21 N 29 RC Ch —
 US N 14 Sex Crimes. Ap 5 Mr 1 J 19 O 3 N 19 25
 Taxation — Fed Taxes. F 6 14 19 Mr 1 Ap 9 Je 24 Ag 7
 S 11 Related subjects eg Children. Divorce. Families
 Personal names
 Rev Sun Myung Moon performs mass engagement
 ceremonies in NYC for 840 couples. Moon's portrait (S)
 Ja 24 1
 Edward J McLaughlin-Lucia B Whisenand comment
 advocates shifting initial jurisdiction over family violence
 from family court to criminal court. insists NYS should
 make clear that wife beating is criminal offense (S) Ja 10
 22 4
 Minnesota University researcher Dr David Olson
 describes survey which found American marriages
 characterized by surprising lack of diversity. suggests there
 are 6 types of interactions or types of marriages 1

Example 3:

The subject heading in the third example is "Teamsters..." The format that follows under the heading is another standard kind of presentation in the New York Times Index.

Cross References ————

Paragraphs with summaries and citations ————

Houston, and First City National Bank. Houston (S) Ap 8
 IV 5 1
TEAMSTERS. Chauffeurs. Workausmen and Helpers of
 America. International Brotherhood of. See also
 AFL-CIO. Mr 16
 Apr — US — Labor. D 6
 Airlines — US — Labor. Mr 3
 Atlantic County (NJ). Ji 10
 Beer. Je 22
 Building — NYC. Je 7
 Delivery Services. Mr 14
 Funerals. Ja 28
 Gambling — NJ. D 13
 Housing — NYS. Ji 19. Ag 16
 Long Island (NY). Ap 12
 NYC — Govt Employees. Ja 24. Mr 19.20. Ap 8.30. D 8
 Pan Am. S 22. O 21
 Police — NYC. D 8
 Pres Elect '80. Je 2
 Schiavone Construction Co. My 22
 Trucks — US. My 22.23.26. Je 7.9.10.13. Ag 6. S 30. D 2
 Trucks — US — Labor
 US — Econ Conditions. Je 2
 US — Finances — Budget. Je 2
 US — Interstate Commerce Commission (ICC). Mr 27. Je 6
 US — Pol. S 24.25. O 23.5
 US — Pol — Reagan Adm. D 2
 Waste etc. F 8. Ji 1-8.12. D 2.9.11.14.15. D 16-20.22.25
 NYS Supreme Court Appellate Division upholds conviction
 of Anthony Provenzano in '61 murder of union riva
 Anthony Castellito. orders new trial for co-defendant Harold
 Kohnsberg (S) Ja 1.22 3
 Government informer and convicted murderer: Ralph M
 Picardo's allegations have delayed Senate committee action
 on confirmation of Raymond J Donovan as Labor Sec
 Picardo has testified before Federal grand juries on several
 matters. including disappearance of James R Hoffa (Mr)
 Ja 17.9 1
 Editoria supports Senate Labor Committee decision to
 defer confirmation of Raymond Donovan as Sec of Labor
 because of alleged involvement in his company's efforts to
 buy labor peace from Teamsters. Ja 20.30 1
 Senate Committee on Labor and Human Resources takes
 unusual step of subpoenaing records and files from Labor
 Department for its investigation of alleged influence of
 organized crime over Teamsters and other trade unions
 (S) Ap 9.11 1 1

The first part of this format is a listing of cross-references to other headings and paragraphs which contain citations to articles that deal (at least in part) with the Teamsters. The second section lists paragraphs in chronological order which give summaries of, and citations to, articles about the Teamsters Union.

WEEK 8: INDEXES TO WORKS IN COLLECTIONS

After completing this week's assignment you will be able to do the following:

- Find an essay on your topic in a collection of essays, or one chapter on your topic from a book which includes many subjects;
- Locate a poem, play or short story from an anthology.

INDEXES TO WORKS IN COLLECTIONS

Volumes of collected writings (collections of extracts from the works of several writers -- often on one subject or of one kind -- such as a collection of poems, short stories, essays, plays, speeches or quotations) are an important part of a library's collection. Such volumes are called "anthologies". For the most part, the catalog record does not indicate all the selections included in an anthology. However, there are indexes which direct the searcher to specific essays, plays, speeches, etc. Such indexes follow the general pattern of the indexes to periodicals and newspapers, except that they index books. Indexing is by author, subject, and title of the particular essay, play, speech or short story and the location reference includes the name of the compiler of the anthology, the title of the anthology, and the page or pages on which the essay, play, story, poem or quotation can be found.

Examples of indexes to collections of literature which cover different subjects or literary genres include:

Biography Index: A Name Index to books of individual and collective biographies as well as to articles in periodicals.

Essay and General Literature Index: A Subject-Author Index to chapters in books, essays, articles and speeches published in anthologies on a variety of subjects.

Play Index: An Author, Title, and Subject Index to plays in collections

Short Story Index: An Author, Title, and Subject Index to short stories in collections.

Granger's Index to Poetry: An Author, Title, and Subject and FIRST LINE Index to poems in collections.

WEEK 9USING REFERENCE SOURCES

After completing this week's assignment you will be able to do the following:

- Use annual compilations such as almanacs, yearbooks, handbooks, directories, and statistical sources to quickly find factual information, records, addresses, and statistics.

A. INTRODUCTION:

Almanacs, handbooks, yearbooks, and directories are "ready reference" tools which provide current information in narrative, statistical or directory form on a variety of subjects or on topics of interest in one subject field (ALMANACS, ENCYCLOPEDIA YEARBOOKS, SUBJECT HANDBOOKS). Some may give how-to-do-it instructions (MANUALS); others aid the user in understanding a subject (COMPANIONS); and still others present condensations of articles, novels, plays, legal decisions, etc. (DIGESTS).

Atlases are collections of maps bound together in a volume. They are valuable not only in studying geography and history and for locating geographical features (cities, roads, rivers) but also for illustrative representations of statistical data (such as percent of ethnic variations in population of zoning characteristics; commercial data, land use data for given areas, etc.).

Gazetteer: A dictionary of geographical locations; essentially an index to the atlases without the maps. They locate geographical places and give brief, vital data on population or characteristics that set off one place from another.

B. USING SUBJECT REFERENCE SOURCES:

Efficient use of Subject Reference Sources is dependent upon understanding:

1. The purposes of each kind of source;
2. The organization and arrangement of the material;
3. The distinguishing features of the source.

The type of source to consult depends on the kind of question you want to answer. You usually have a choice of several possibilities. The following criteria will help you choose the best source.

1. Timeliness - which source is most up-to-date?
2. Ease of use - check the arrangement; whether there is an index; if the abbreviations are clear; if the material is too technical.
3. Skim the preface or introductory explanation to determine the scope (how much of a subject is considered), the audience and the purpose of the work.
4. Completeness - no matter the length of the treatment of your subject, does it answer your question completely?
5. Special features - are there illustrations, charts, bibliographies which aid in understanding and lead to more information?

C. A SELECTED LIST OF READY REFERENCE SOURCES:

Almanacs and Yearbooks:

World Almanac. REF AY 67 N5 W7
The Long Island Almanac and Yearbook. L.I. F 127 L8 L65
Information Please Almanac. REF AY 64 I55
Catholic Almanac. REF AY 81 R6 N3
LILCO Long Island Almanac. L.I. HA 547 L6 L6
Congressional Quarterly Almanac. REF JK 1 C66
Woman's Almanac. REF HQ 1115 I37
International Motion Picture Almanac. REF PN 1993.3 I55
Weather Almanac. REF QC 983 R83
Almanac of American Politics. REF JK 1012 A44
Europe Yearbook. REF JN 1 E85
Municipal Yearbook. REF JS 344 C5 A24
Statesman's Yearbook. REF JA 51 S7
Book of the States. REF JK 2403 B6

Handbooks:

Kane's Famous First Facts. REF AE 5 K315
Bartlett's Familiar Quotations. REF PN 6081 B27
Consumer Reports Buying Guide. REF TX 355 C6
Moody's Handbook of Common Stocks. REF HE 4501 M58
Physicians Desk Reference (PDR). REF RS 75 P5 1984
Chilton's Auto Repair Manual. REF TL 152 C525
Masterplots. REF PN 44 M33
Robert's Rules of Order. REF JF 515 R692
United States Government Manual. REF JK 421 A3
Symbol Sourcebook. REF AZ 108 D74
The Way Things Work. REF T 47 W3913
Occupational Outlook Handbook. REF HF 5381 A1036

Statistical Sources:

Statistical Abstract of the United States. REF HA 202 A3
Guinness Book of World Records. REF AG 243 G87
N.Y. State Statistical Yearbook. REF HA 544 A2
1980 U.S. Census of Population and Housing Characteristics. REF HA 201 1980
County and City Data Book. REF HA 202 A36
Population Survey: Current Population Estimates for Nassau and Suffolk Counties.
L.I. HA 547 N2 L6

Directories:

Encyclopedia of Associations. REF HS 17 E5
Dun and Bradstreet Million Dollar Directory. REF HC 102 D8
Congressional Directory. REF JK 1011
Thomas' Register of Products and Services. REF T 12 T6
Ayer Directory of Publications. REF Z 6961 A97
Directory of Manufactures of Suffolk County. L.I. HC 107 N72 S8
Suffolk County Directory of Public Officials. L.I. F 127 S9 S84
National Zip Code Directory. REF HE 6361 A313 1984
New York Red Book. REF JK 3430 N5
New York State Industrial Directory. REF HC 101 N7 N45
Directory of Directories. REF Z 5771 D55
U.S. Industrial Directory. REF T 12 C769

Atlases and Gazetteers:

Rand McNally Historical Atlas of the World. REF G 141 P28
Atlas of Long Island, N.Y. L.I. GB 1025 N7 A3
Atlas of Man. REF GN 378 A84
Rand McNally Commercial Atlas and Marketing Guide. REF g 1019 R22
Rand McNally Road Atlas. REF G 1201 P2 P35
Columbia-Lippincott Gazetteer. REF G 103 L7
Times World Index Gazetteer. REF G 103 T5
Atlas and Gazetteer of the Near Side of the Moon. REF QB 595 G87
The Times Atlas. (5 vols.) REF G 1019 T52

WEEK 10: REFERENCE SOURCES
COLLEGE AND CAREER INFORMATION

After completing this week's assignment you will be able to do the following:

- Find out which colleges offer majors in your field of interest;
- Locate background information about these colleges which will help you in your selection decision;
- Locate information on a career of interest to you.

SOURCES FOR INFORMATION

I. CAREERS

Occupational Outlook Handbook (REF HF 5381 A1036)

Encyclopedia of Careers and Vocational Guidance 3 vols. (REF HF 5391 F52)

Career Pamphlet Files

Subject Microfiche Catalog

Indexes to Periodicals and Newspapers

II. COLLEGES

Lovejoy's Guide to Colleges (REF LA226 66)

Peterson's Guide to Four-Year Colleges (REF 6901 P47)

College Catalog Collection

- Paper copies for New York State colleges
- Microfiche copies for all United States colleges

WEEK 11: BIOGRAPHICAL INFORMATIONSEARCH STRATEGIES AND SOURCES

After completing this week's assignment you will be able to do the following:

- Locate background information on persons by using appropriate Reference sources;
- Locate books and articles on persons through indexes and catalogs.

I. SEARCH STRATEGIES

A. If all you have is a name, start with:

1. Biography Almanac (REF CT 104 B49)
2. Biographical dictionaries and encyclopedias (REF CT ...)
3. General encyclopedias (REF AE5 ...)
4. Subject Microfiche Catalog
5. Indexes (especially Biography Index and New York Times Obituary Index)

B. Factors to consider in constructing a search strategy for biographical information:

1. Chronology:

- a.) Is the biographee alive or dead?
- b.) When did the person live?

2. Classification:

- a.) What nationality or ethnic group does the person belong to?
- b.) Is the person a woman? a black?
- c.) In what field is your person accomplished?

Some Reference Sources deal only with persons already dead (i.e. Dictionary of American Biography, Dictionary of Scientific Biography). Others deal only with the living (i.e. Current Biography, Who's Who). Some sources limit their coverage to persons influential in particular time periods. Some sources deal only with Americans or only with persons belonging to specific groups, like Blacks or Women. Some sources discuss persons by the area of their endeavors (i.e. government officials, criminals, musicians).

II. SELECTED REFERENCE SOURCES ON BIOGRAPHICAL INFORMATION

A. BIBLIOGRAPHY

1. Biography Almanac (REF CT 104 B49): A biographical directory to over 23,000 persons. It provides dictionary entries containing biographical information (nationality, field of accomplishment, dates and places of birth & death) as well as citations to biographical sources for further information. It includes two chronological indexes and a geographic index.
2. Contemporary Authors (REF Z 1224 ...): At present about 120 volumes containing biographical information on thousands of 20th-Century authors. It also includes citations, with summaries of the article cited, to articles in books and journals which discuss the author's works.

B. DICTIONARIES AND ENCYCLOPEDIAS

1. General encyclopedias (REF AE5 ...)
2. McGraw-Hill Encyclopedia of World Biography, 12 vols. (REF CT 103 M27): Biographies of 5,000 persons who were most important to their country or field of endeavor. Includes study guides, historical chronologies and illustrations.
3. Dictionary of American Biography (REF F176 D563): Most comprehensive collection of short biographies of anyone who has become even well-known in some field. (Gamblers, botanists, doctors, swindlers, presidents, etc.) Covers people 1776-1940, with supplements every 5 years to include people since dead. 10 volumes plus supplements. Arranged alphabetically by last name.
4. Dictionary of National Biography (REF DA 28 ...): Comprehensive collection of short biographies of people of Great Britain and Europe from earliest historical period to present. 22 volumes plus supplements. Arranged alphabetically by last name.
5. Chambers' Biographical Dictionary (REF CT 103 C4): Includes "the great of all nations and all times." Has some 15,000 brief entries. 1 volume. Arranged in alphabetical order by last name.
6. Webster's Biographical Dictionary (REF CT 103 W4): Lists names of 40,000 noteworthy people both living and dead. Contains tables of heads of state and high officials of various countries. Entries are rather brief. 1 volume. Arranged alphabetically by last name.
7. Webster's American Biographies (REF CT 213 V36): Provides 350-word biographies on 3,000 notable Americans. Includes profession and geographical indexes.
8. Notable American Women, 3 vol. + suppl. (REF CT 3260 N57)
9. Great Negroes Past & Present (REF E 185.96 A4)
10. Dictionary of American Negro Biography (REF E 185.96 L6)

C. ANNUALS (Biographical sources which are updated annually or at regular intervals):

1. Current Biography (REF CT 100 C8): Tries to cover all important contemporary people in all fields (musicians, statesmen, writers, magicians, etc.). Includes a photograph of the person. Some of the earlier books contain people who are now deceased; all entries were alive in the year of publication. One index covers 1940-1970. The 1980 volume indexes all of the 1970's, and the latest volume indexes all of the 1980's.
2. Who's Who (REF DA 28 W6): Persons of distinction in all fields in all parts of the world. Straight facts on education and accomplishments. Not very descriptive. Arranged alphabetically by last name.
3. Who's Who in America, 1899- (REF E663 W56): Very brief description of living Americans of distinction in some field. Information comes from questionnaires sent to the persons themselves, so it's not very objective or descriptive. Good for a start if you have no idea what made your person famous. Arranged alphabetically by last name.
4. Who Was Who in America (REF E 176 W64): Those who made it in Who's Who in America and then died are entered in Who Was Who. Historical volume 1607-1896. Arranged alphabetically by last name.
5. Who's Who in the World (REF CT 120 W5)
6. Who's Who Among Black Americans (REF E185.96 W52)

D. SUBJECT REFERENCE SOURCES

1. American Writers, 4 vols. + suppl. (REF PS 129 A55)
2. Biographical Dictionary of American Mayors, 1820-1980 (REF E176 R5725)
3. Biographical Dictionary of the Confederacy (REF E467 W2)
4. British Writers, 6 vols. (REF PR 85 B688)
5. Contemporary Artists (REF N 6490 C6567)
6. Contemporary Poets (REF PR 603 C6)
7. Dictionary of Scientific Biography, 16 vols. (REF O141 D5)
8. A Dictionary of the Cinema (REF PN 1998 A2 G7)
9. European Authors, 1000-1900 (REF PN 451 K8)
10. Murderer's Who's Who (REF HV 6499 E38)
11. New Groves Dictionary of Music and Musicians, 20 vols. (REF ML 100 N48)
12. Phaidon Encyclopedia of Art and Artists (REF N33 P48)
13. Twentieth Century Authors, 2 vols. (REF PN 771 K86)
14. Who's Who in American Politics (REF E176 W6424)
15. World Authors, 1950-1970; 1970-1975, 2 vols. (REF PN 451 N3)

III. BOOKS AND ARTICLES

- A. BOOKS: Use the Subject Microfiche Catalog. Look first under the biographee's name (i.e. "SHAKESPEARE, WILLIAM--BIOGRAPHY") or the sub-division "Biography" under particular subjects, classes of persons, names of countries, cities, etc., e.g.:

ART - BIOGRAPHY
MOVING PICTURES ACTORS AND ACTRESSES - BIOGRAPHY
INDIANS OF NORTH AMERICA - BIOGRAPHY
NEW YORK (CITY) - BIOGRAPHY

- B. ARTICLES in magazines, journals, and newspapers use INDEXES, especially:

1. Biography Index, 1946- : An index like the Readers' Guide to Periodical Literature, to biographical material in both books and magazines. Arranged in alphabetical order by last name of the person written about.
2. New York Times Obituary Index; 1858-1968; 1969-1978 (REF CT213 N47): Alphabetical listing of all names entered under the heading "Death" in the annual indexes from 1858 through 1968. Volume II (1969-1978) also includes well-known persons whose deaths are listed under "Murders" and "Suicides" and, in addition, includes fifty full-text reprints of New York Times obituaries of notable persons. Entries are for news stories only, not for paid notices.
3. Readers' Guide to Periodical Literature and other periodical and newspaper indexes (i.e. Art Index for artists, etc.).

SAMPLE ENTRY FROM BIOGRAPHY INDEX

Note the difference between a reference to an article in a periodical, a chapter in a book, and a complete book.

- ^{'84}
Johnson, Lynda Bird See Robb, Lynda Bird Johnson, 1943-
Johnson, Lyndon B. (Lyndon Baines), 1908-1973, president
(1) Campbell, D. G. The Lyndon Baines Johnson Library:
a museum-library-monument. il *J West* 23:97-102 Ja
'84
(2) DeGregorio, William A. The complete book of U.S.
presidents. Dembner Bks. 1984 p562-79 bibl pors
(3) Graham, Hugh Davis. The uncertain triumph: federal
education policy in the Kennedy and Johnson years.
University of N.C. Press 1984 280p bibl
(4) Healy, Diana Dixon. America's vice-presidents: our first
forty-three vice-presidents and how they got to be
number two. Atheneum Pubs. 1984 p198-203 il pors
(5) Quinn, Sandra L., and Kanter, Sanford. America's royalty:
all the presidents' children. Greenwood Press 1983
p175-8 bibl
(6) Reedy, George E. Lyndon B. Johnson, a memoir. Andrews
& McMeel 1982 159p
(7) Sidey, H. Lyndon Johnson's personal Alamo. por *Time*
125:47 Ap 15 '83
Wicker, Tom. "Hey, Hey, LBJ . . .". (In *Fifty who
made the difference*. Villard Bks. 1984 p95-111)
.. .. See Johnson, Fannie 1940

1. An article in a periodical
2. A chapter in a book
3. A complete book

WEEK 12: LITERARY CRITICISM:
SEARCH STRATEGIES & SOURCES

After completing this week's assignment you will be able to do the following:

- Locate and use background reference sources to locate information about authors and their works;
- Use the Subject Microfiche Catalog to locate books in the Library's collection about authors and their works;
- Use indexes, abstracts, and explicators to locate articles about particular literary works by an author.

I. FOR BOOKS

To locate books by a particular author, such as Stephen Crane, look up "Crane, Stephen" in the Author-Title Catalog.

To locate books about Crane and his works, look up "CRANE, STEPHEN" in the Subject Catalog. In addition, you could look under the period in literature into which the writings of Crane fit. For example:

AMERICAN LITERATURE - 19th CENTURY - HISTORY AND CRITICISM

There is a useful tool, the Library of Congress List of Subject Headings (2 volumes; located near Microfiche Catalog), which helps determine the correct subject heading to use when consulting the Subject Catalog. If you have any questions about using this tool, ask for help.

II. FOR PERIODICALS

1. MLA International Bibliography - a list of scholarly books, dissertations, and periodical articles on national literatures, genres, and periods. Arranged by country, then by period, then by individual.
2. Humanities Index - lists periodical articles on literature, theatre, and the arts.
3. Abstracts of English Studies - gives a summary of selected journal articles dealing with American and English literature, and with world literature in English.
4. Book Review Digest - gives capsule reviews of books appearing in a given year, and provides the full citation, should you want to read the entire review.

III. FOR ESSAYS

Essay and General Literature Index - an author and subject index to articles and essays appearing in anthologies. It is especially useful for literary criticism.

IV. SPECIALIZED REFERENCE TOOLS

Oxford English Dictionary, 12 vols. + Supplements (REF PE 1625 M7 1933)
Roget's International Thesaurus, 3rd edition (REF PE 1591 R73)
The Dictionary of Foreign Terms in the English Language (REF PE 1670 C3 1973)
Familiar Quotations (Bartlett) (REF PN 6081 B27 1968)
A Handbook to Literature (Holman) (REF PN 41 H6 1972)
Poetry Handbook (Deutsch) (REF PN 44.5 D4 1974B)

V. ADDITIONAL CRITICAL SOURCES

1. Contemporary Literary Criticism (REF PN 771 C59): Includes excerpts from criticism of the works of contemporary novelists, poets, and playwrights.
2. There are also indexes to literary criticism located at the Information Desk. Among them are:

The American Novel
Twentieth Century Short Story Explication (includes supplements)
The Contemporary Novel
Poetry Explication
Short Fiction Criticism
Drama Criticism

VI. BIOGRAPHICAL SOURCES

1. Contemporary Authors - contains short biographies of authors, including references to their works
2. World Authors, 1950-1970
3. American Authors, 1600-1900
4. Twentieth Century Authors
5. Contemporary Poets
6. Contemporary Dramatists
7. Contemporary Novelists
8. Biography Index
9. American Writers, 4 vols. - provides information about the lives, careers, and works of American writers (REF PS 129 A55)

WEEK 13: SUPPLEMENTAL SOURCES OF INFORMATIONI. SPECIAL COLLECTIONSII. NON-PRINT MATERIALS: AUDIO/VISUAL COLLECTIONS
COMPUTER SEARCHING

After completing this week's class you will be able to do the following:

- Locate audio-visual materials on your topic from the Library's non-print collections;
- Be aware of the Library's computer search service.

I. SPECIAL COLLECTIONS:

A gathering together in one area of a collection of materials devoted to a particular subject or with some other particular focus. Special collections at the Selden Campus Library include:

The Long Island Collection

II. NON-PRINT MATERIALS:

A. Audio/Visual Collection:

The AV Learning Center contains collections of slides, videos, videodiscs, films, filmstrips, and tapes on a variety of topics.

Catalogs in the AV Learning Center include:

1. Audio Visual Materials Catalog (Author, Title, and Subject)
Audio Visual Materials Catalog + Supplements
2. Music Card Catalog - arranged by composer, performer, title, and genre or subject.

B. Computer Searching:

Occasionally the Library's print resources (catalogs, indexes, and bibliographies) are not sufficiently informative for the information needed. Many printed indexes and abstracting services have been computerized so that, using an "on-line data base", the Librarians can look for information on a subject in abstracts or indexes which are not in the Library's Reference collection. This type of search is done for you by a Reference Librarian who works with you to develop an appropriate search strategy for your information need. The result of an on-line data base search is a printed bibliography (often including a summary of each article listed). You would then need to locate the journals cited, either in S.C.C.C. libraries' collections or through inter-library loan requests.

GLOSSARY OF LIBRARY TERMS

- ABSTRACT ----- A summary of the essential ideas contained in an article or a book.
- ACQUISITION ----- The process involved in obtaining books for the library.
- ANNOTATION ----- An explanatory note used to describe the content, scope, arrangement and general value of a book or an article.
- ATLAS ----- A book of maps and geographic tables.
- BIBLIOGRAPHIC ----- All the information necessary in a citation, namely: author, title, publisher, date of publication for a book; author, title of article, name of journal, volume number, pages and date of publication for a journal article.
- INFORMATION
- BIBLIOGRAPHY ----- A complete or selective list of readings.
- BIOGRAPHY ----- A written history of a person's life.
- CALL NUMBER ----- The letters and numbers assigned to each book to indicate its precise location on the library's shelves. Always copy the entire set of letters and numbers to locate a specific book on the shelf.
- CARD CATALOG ----- One type of listing of the inventory of a library's books. See "Catalog" and "Microfiche Catalog".
- CATALOG ----- The alphabetical listing of the inventory of a library. A catalog might be on one of many formats, i.e., a book catalog, a card catalog, a microfiche catalog, a microfilm catalog or an online catalog.
- CIRCULATION DESK -- Located near the exit. You check out and return books here.
- CITATION ----- A reference to a work or a part of a work, including the bibliographic information.
- CLASSIFICATION ----- A scheme for the subject arrangement of books on the library's shelves. American libraries generally use either the Dewey Decimal Classification System or the Library of Congress Classification System.
- SYSTEM
- | | | |
|-----------|----------------------------|--------------|
| Examples: | <u>Library of Congress</u> | <u>Dewey</u> |
| | HD | 334.35 |
| | 542 | S64 |
| | .S64 | |
- COPYRIGHT ----- The exclusive right, granted by law for a specific number of years to control the reproduction and sale of a literary or artistic work.
- CROSS-REFERENCE --- References to indexes which lead from one subject heading to another.

- DATA-BASE ----- Any subject listing of articles, books, etc. is a data-base. Usually the term is used with reference to the contents of indexes stored on computers and searched electronically through a terminal connected to a data-base service such as BRS or Dialog rather than to the contents of printed indexes.
- EDITION ----- The whole group of copies of a book published at one time from one setting of type.
- ENTRY ----- A descriptive record as in a card catalog or an index.
- FOOTNOTE ----- Explanatory information placed below the text on a printed page.
- GAZETTEER ----- A geographical dictionary; a book which lists geographic features, giving location and a brief description.
- GOVERNMENT ----- Any item printed with the authority of a government. These
DOCUMENT can be Federal, State or local. Some libraries (i.e. S.U.N.Y. at Stony Brook) are official depositories for U.S. Government publications. They classify the documents by the "SUDOC" (Superintendent of Documents) Classification System and shelve them in a separate section.
- IMPRINT ----- The place of publication, publisher, and date of publication of any particular book.
- INDEX ----- 1. A detailed alphabetical listing of names, places and/or subjects and the page numbers on which they are discussed, usually found in the back of a non-fiction book.
2. Citations to articles in magazines or newspapers or to chapters in books, usually arranged by subject and/or author. The Reader's Guide to Periodical Literature is an example of this meaning.
- JOURNAL ----- A periodical issued by an institution or learned society; considered more scholarly than a magazine.
- LIBRARY CARD ----- At S.C.C.C. your I.D. card is also your Library Card. It must be validated for the current semester and then embossed with your name and I.D. number in the Periodicals Department in order to borrow books.
- LIBRARY OF ----- The closest thing to a "national" library in the U.S.A. It
CONGRESS was originally established to service the needs of the Congress and the President and Executive Branch of the Government.
- MAIN ENTRY ----- Generally the Author record for a particular book found in the Library's catalog. The Main Entry usually gives the most complete description of the book.
- MICROFICHE ----- The catalog of books in S.C.C.C. libraries.
CATALOG

- MICROFORM** ----- Photographic film containing the miniature reproduction of printed pages and designed to be read on a machine which enlarges to the original size. Common microforms include microfiche (4"x6" cards), and microfilm (rolls of 16mm or 35mm film on reels).
- MICROFORM READER/ PRINTER** -- A machine which enlarges the microform to enable you to read and/or print a copy of a page of microform.
- MONOGRAPH** ----- A treatise on one particular topic, usually of book length.
- OUT OF PRINT** ----- No longer available from the publisher. Often cited as "o.p."
- OVERSIZED** ----- Volumes which are too large to be shelved efficiently with normal sized books. Oversized books are shelved at the south end of the stacks on the Main Level. Oversized books are designated by the word "Oversized" before the call number.
- PAMPHLET FILE** ----- A collection of pamphlets, clippings, and ephemeral material on subjects of current interest. Sometimes it is called "Vertical File." The Pamphlet File is located on the first floor near the Lecture Room.
- PAPERBACK COLLECTION** ----- The Library maintains a collection of fiction and non-fiction books in paperback format to supplement the collection of hard-cover, catalogued books. An Author, Title, and Subject Card Catalog for the paperback collection is located to the south of the Circulation Desk. The books are shelved in the first row of Circulating books on the Main Level.
- PERIODICAL** ----- A magazine, journal, newspaper or similar work that is published at regular intervals (i.e., daily, weekly, monthly or quarterly) and intended to be continued indefinitely.
- PERIODICAL INDEX** --- An alphabetical subject/author listing of articles contained in a given list of periodicals. This can be in print or electronic form. (See index.)
- PHOTOCOPIER** ----- A machine which copies printed pages.
- PREFACE** ----- A preliminary statement by the author or editor of a book, setting forth its purpose.
- REFERENCE BOOK** ----- A book meant to be used for specific items of information rather than to be read consecutively. Examples include dictionaries, encyclopedias, handbooks, directories, indexes, and bibliographies.
- REFERENCE COLLECTION** ----- A collection of Reference books.
- RESERVE** ----- A collection of Library materials and personal copies of instructor's readings located in the Reserve Collection. See the Reserve Card Catalog for the Reserve call number before requesting what you need.

- REVISED EDITION --- An edition of a book which incorporates changes made by its author or editor since the publication of an earlier edition.
- "SEE" REFERENCE --- A note usually appended to a subject heading in the Catalog or in an Index indicating that another subject heading must be consulted for information on that topic.
- "SEE ALSO" REFERENCE ----- A note usually appended to a subject heading in an index or in The Library of Congress List of Subject Headings indicating other closely related subject headings which may be consulted to narrow, broaden, or refine the scope of a search.
- SERIAL ----- A publication issued in parts with dates or numbers and which will continue indefinitely. The term includes periodicals, newspapers, and annuals. Some serials are included in the Microfiche Catalog and some are included in the Periodicals Collection.
- SERIES ----- A set of volumes issued successively and having some connection, usually of subject.
- SOURCE ----- The document or person from which information is obtained. Primary sources are the point of original information (such as eye-witness accounts, interviews, diaries, etc.). Secondary sources are information points at least once removed (i.e., works of an historical nature or anything other than a primary source).
- STACKS ----- The shelves which contain the Library's circulating books. S.C.C.C. libraries have "open" stacks for the books and "closed" stacks for the Periodicals and Reserve Collections.
- SUBJECT HEADING --- A word or combination of words assigned to a book to enable the user to locate it by its content as well as by Author or Title.
- TABLE OF CONTENTS - A list of chapters in a book with appropriate page references.
- TECHNICAL SERVICES ----- The department in the Library which is responsible for ordering, receiving, cataloging, and processing the books in the Library.
- TRACING ----- Information in a main entry catalog record giving the other headings under which the work is listed in the Catalog.
- UNION LIST ----- A list of holdings of a designated group of libraries. The S.C.C.C. Microfiche Catalog is a Union Catalog of the holdings in all three campus libraries.
- VERTICAL FILE ----- A term used by some libraries to designate the Pamphlet File.
- VOLUME ----- A physical volume consists of the printed matter contained in one binding. A bibliographic volume may be distinguished from other books or other volumes of the same work by having its own title page or volume number, and usually independent pagination. Thus, "4 v. in 8" means "four volumes bound in eight physical volumes." Volumes of periodicals usually consist of two or more numbered or dated issues.

A GUIDE TO DOCUMENTATION: BIBLIOGRAPHY

The Bibliography or "LIST OF WORKS CITED", appearing at the end of your paper, indicated all of the sources you used for your research. This list protects your research. It is verification for the material on your paper. If there is a question as to the validity of an idea or a quotation, the notes and bibliography can document what you have written.

LIST OF WORKS CITED*

Below are samples of how your sources will appear in your list of works cited. They are grouped here by type of work, but your list will appear at the end of your paper in alphabetical order by the author's last name. For more details consult the notes on the last page.

- | | |
|---|--|
| Book, one author | Ouchi, William. <u>Theory Z: How American Business Can Meet the Japanese Challenge</u> . Reading: Addison, 1981. |
| | Salinger, J.D. <u>The Catcher in the Rye</u> . Boston: Little, 1951. |
| Book, one author, reissue | ---. <u>Franny and Zooey</u> . 1955. New York: Bantam, 1964. |
| Book, two or more authors | Lieberman, E. James, and Ellen Peck. <u>Sex and Birth Control: A Guide for the Young</u> . New York: Schocken, 1982. |
| Author with an editor | Hesse, Hermann. <u>Autobiographical Writings</u> . Ed. Theodore Ziolkowski. New York: Farrar, 1972. |
| Book with an editor
(Anthology or compilation) | Fallon, William D., ed. <u>AMA Management Handbook</u> . 2nd ed. New York: American Management Assns., 1983. |
| Corporate author | American Correctional Association. <u>Standards for Adult Correctional Institutions</u> . 2nd ed. College Park: American Correctional Assn., 1981. |
| Government Document | United States. Dept. of Labor. Bureau of Labor Statistics. <u>Occupational Outlook Handbook</u> . 1982-83 ed. Washington: GPO, 1982. |
| Work in an anthology | Klein, Malcolm W. "Impressions of Juvenile Gang Leaders." <u>Readings in Juvenile Delinquency</u> . Ed. Ruth Shanle Cavan. 3rd ed. Philadelphia: Lippincott, 1975. |
| Work in a multivolume
anthology | Cowley, Malcolm. "Hemingway, Ernest." <u>Contemporary Literary Criticism</u> . Ed. Dedria Byrnfonski. Vol. 13. Detroit: Gale, 1980. |
| Encyclopedia articles | (When referring to familiar general dictionaries and encyclopedias, it is not necessary to give full publication information. It is necessary when using less well-known works.) |
| signed article | Singh, H.K. Manmohan. "Punjab (India)." <u>Encyclopedia Britannica: Macropedia</u> . 1983. |
| unsigned article | "Top 40." <u>The Encyclopedia of the Music Business</u> . New York: Harper, 1981. |

Periodical articles

Article in a periodical with continuous pagination Brodzinsky, David M., Leslie M. Singer, and Anne M. Braff. "Children's Understanding of Adoption." Child Development 55 (1984): 869-878.

Article in a periodical that pages each issue separately -- usually weekly or bi-weekly

signed Wellemeyer, M. "Conquering Sports Injuries." Fortune 13 June 1983: 187-193.

unsigned "RCA's Satellite Mess." Newsweek 8 Feb 1982: 66.

Article in a newspaper

signed Altman, Lawrence K. "Dentist, Close to Death, Receives First Permanent Artificial Heart." New York Times 3 Dec 1982, late ed.: A1+.

unsigned "California Sues to Block Merger of Texaco, Getty." Wall Street Journal 17 July 1984, eastern ed.: 8.

Periodical article in an anthology

Margulies, Lee. "2-Way Cable TV May Invade Your Own Privacy." Denver Post 8 March 1981: C29. Vol. 2, #67 of Privacy. Social Issues Resources Series.

Pamphlet

signed Brenton, Myron. Women and Abuse of Prescription Drugs. New York: Public Affairs Committee, Inc., 1982.

unsigned Trends in the Hotel Industry. Houston: Pannell Kerr Forster, 1982.

Recordings

Copland, Aaron. Works for Piano, 1926-1948. New World Records, NW277, 1976.

Films, filmstrips, slide programs,

The Great Wine Revolution. Time-Life Multimedia, 1979. 16mm., 57 min.

videocassettes

The Abortion Issue: Both Sides of the National Debate. Filmstrip/cassette. Educational Enrichment Materials, 1983. 82fr., 18 min.

Computer Software

Apple Writer II. Computer software. Apple Computer, Inc. 1982.

Interview

Tedesco, Paul. Personal Interview. 12 May 1977.

*c. 1985
Westchester Comm. College